

# Los Alamos National Laboratory — Supplemental Instructions

**Section: 8 Required Sources of Supply**

**Subject: 8.7 Controlled Substances**

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<b>PURPOSE:</b>	This Supplemental Instruction (SI) establishes the procedures, required documentation, and the records maintenance for the purchase of controlled substances.
<b>POLICY:</b>	The Laboratory shall comply with the requirements of the Controlled Substances Act of 1970 (the Act), Public Law 91-513, when purchasing controlled substances.
<b>SCOPE:</b>	These procedures apply to subcontracts for controlled substances regulated by the Act.
<b>DEFINITIONS:</b>	
<b>Controlled Substances</b>	For the purposes of this SI, controlled substances are drugs or other substances, both narcotic and nonnarcotic, that come under the jurisdiction of the Act, and are listed in the DEA Controlled Substances Inventory List.
<b>DEA Form 222</b>	DEA Form 222 is the United States (U.S.) Official Order Form, Schedules I and II. DEA Form 222 is a three-part form used for the purchase of controlled substances.
<b>DEA Form 223</b>	DEA Form 223, the "Controlled Substances Registration Certificate," is the form that authorizes the Laboratory to purchase controlled substances for hospital/clinic and research requirements falling under Schedules 2, 3, 3N, 4, and 5 as defined in the DEA Controlled Substances Inventory List.
<b>PROCEDURES:</b>	
<b>Using Forms 222 and 223</b>	<p>Each subcontract containing requirements for a controlled substance issued to a commercial supplier must be accompanied by both DEA Form 222, "U.S. Official Order Forms — Schedules I and II," and DEA Form 223, "Controlled Substances Registration Certificate."</p> <p>DEA Forms 222 and 223 and the Controlled Substances Inventory List are controlled documents that are maintained and available from the BUS-5 Group Leader. Forms will be issued as needed to a procurement specialist possessing the authority to purchase controlled substances.</p> <p>Form 222 — Because DEA Form 222 is a three-part form, the form must typed. The signature of the BUS-5 Group Leader is required to complete DEA Form 222.</p>

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**PROCEDURES: (cont.)** DEA Form 222 must be distributed as follows:

- Attach the original and second copy to the subcontractor's copy of the Laboratory subcontract. Do not remove the carbon paper or the subcontractor will refuse the order.
- Forward the third copy to the BUS-5 Group Leader for filing in the controlled substances registration file.
- Reproduce a fourth copy of the form, and file it in the subcontract file.

DEA Form 223 — A photocopy of DEA Form 223 must be attached to all Laboratory subcontracts for Schedule 2, 3, 3N, 4, and 5 substances.

## **Standard Phrases and Clauses**

Include the following SPCs in subcontracts for controlled substances.

- SPC 500 —

"Drug Enforcement Administration Form DEA 222 number [ insert DEA Form 222 control number ] is attached."

- SPC 709 —

"All materials that are identified by the U.S. Department of Transportation as hazardous materials, by either name or definition, must be prepared and certified for shipment in compliance with Title 49 of the Code of Federal Regulations (CFR). Title 49 covers the applicable regulations for packaging, marking, labeling, preparing shipping papers, and if required, placarding hazardous materials.

If the Subcontractor does not prepare the shipment according to these regulations, the Laboratory must comply with the regulations by correctly preparing the shipment before moving the material off the receiving dock. Any costs incurred by the Laboratory to correct errors or omissions shall be deducted from the Subcontractor's invoice based on the Laboratory's established rate.

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**PROCEDURES: (cont.)** Upon request, the Subcontractor shall provide the applicable packaging certification at no additional charge."

- SPC 710 —

"Package the items on this subcontract together. Do not combine with the contents of other subcontracts."

### **RESPONSIBILITIES:**

#### **Procurement Specialist**

The procurement specialist must

- Ensure that he/she has been delegated the authority to purchase controlled substances for the Laboratory;
- Obtain the signature of the BUS-5 Group Leader on Form 222 and the subcontract;
- Complete DEA Form 222 and distribute the form as prescribed above (see Distribution of Form 222);
- Include a copy of DEA Form 223 in all Laboratory subcontracts for controlled substances; and
- Include the appropriate SPCs in all subcontracts for controlled substances.